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**Meeting of the Board of Directors  
Wednesday February 27, 2019  
7:30 am  
Mark Twain Medical Center Classroom 2  
768 Mountain Ranch Rd,  
San Andreas, CA**

## **Approved Minutes**

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

#### **1. Call to order:**

The meeting was called to order by President, Lin Reed at 7: 32am.

#### **2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L; Susan Atkinson, MSW; Debbie Sellick CMP and Talibah Al-Rafiq. Ann Radford, FNP was absent.

#### **3. Approval of Agenda: Action**

Ms. Al-Rafiq moved to approve the agenda. Ms. Atkinson provided her second and the motion passed 4-0.

#### **4. Public Comment on matters not listed on the Agenda:**

Hearing none.

#### **5. Consent Agenda: Action**

##### **A. Correspondence:**

- Stay Vertical Calaveras Thank You - Tina Karratti (Feb. 12, 2019)
- Stay Vertical Calaveras Thank You - Patty Pierce (Feb. 13, 2019)

##### **B. State Controller Financial Transaction Report 1-30-2019**

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Minutes – Feb. 27, 2019 MTHCD Special Board Meeting–Board Approved March 27, 2019



**C. Un-Approved Minutes:**

- Un-Approved Special Finance Committee Meeting Minutes for January 16, 2019
- Un-Approved Special Board Meeting Minutes for January 30, 2019

Ms. Atkinson moved to approve the Consent Agenda. Ms. Sellick provided her second and the motion passed 4-0.

**6. MTHCD Reports:**

**A. Presidents Report:**

- **Association of California Health Care Districts (ACHD):**

Ms. Reed: Mentioned the ACHD materials in the Board pkt. and suggested the Board consider future webinars. She will be attending a Board Leadership Retreat.

Ms. Reed: Announced the Executive Director position has been upgraded to CEO (effective 1-30-2019)

**B. Executive Director Report: .....Dr. Smart**

- **VS H&W Center - Draft Policies: Action**

**1. DRAFT Standardized Procedure for Visual Acuity Testing 111118**

**Amend (pkt. pg. 35 last paragraph, first sentence) Change the word “of” to read “for”. Staff to consider combining with (pkt. pg. 51) DRAFT Visual Acuity.**

**2. DRAFT Standardized Procedure for Urinalysis 111118**

**Amend (pkt. pg. 36, Procedure: third paragraph) to read the “website link”.....**

**3. DRAFT Standardized Procedure for Strep A 111118**

**4. DRAFT Standardized Procedure for Pulse Oximeter 111118**

**5. DRAFT Standardized Procedure for Pregnancy Testing of Patients on Contraception 111118**

**6. DRAFT Standardized Procedure for Physical Examinations 111118**

**7. DRAFT Standardized Procedure for Hemoglobin Assessment 111118**

**8. DRAFT Standardized Procedure for Glucose Testing of Diabetic Patients 111118**

**9. DRAFT Standardized Procedure for Childhood Health Screenings 111118**

**10. DRAFT Standardized Procedure for Administration of Flu Shots 111118**

**11. DRAFT Withdrawal of Care 111218**

**Amend (pkt. pg. 50, item 11. first paragraph, last line) to read “after utilizing this policy”.**

**12. DRAFT Visual Acuity 111218**

**Staff to consider combining with (pkt. pg. 35) DRAFT Standardized Procedure for Visual Acuity Testing.**

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13. DRAFT Venipuncture 111218

**14. DRAFT Vaccine Administration 111218**

Amend (pkt. pg. 58, item h.) the word “temperature” is duplicated.

15. DRAFT Urine Collection Clean Catch Male 111218

16. DRAFT Urine Collection Clean Catch Female 111218

**17. DRAFT Urinary Catherization 111218**

Item pulled to add confirmed consent. Amend (pkt. pg. 63) remove 4. “i” (there’s no content).

**18. DRAFT Telephone Request for Medical Advice 111218**

Item pulled - add nurses can get medical advice.

**19. DRAFT Splints Ace Wraps 111218**

Amend (pkt. pg. 66 Item 4. a. first line) remove “a” to read “Place cotton or gauze” ....

20. DRAFT Sensitive Services 111218

**21. DRAFT Shelter in Place for Patients and Staff 111918**

Amend (pkt. pg. 69 Item 2.e. i.) Change room numbers to “X”.

22. DRAFT Patient with Urgent Complaint or Distress 111918

23. DRAFT Operation During Internal Disaster 111918

**24. DRAFT Medication Management Response to Power Failure 111918**

Clarify (pkt. pg. 75 item 7.) Is contact information correct or should it read “X” for now?

**25. DRAFT Mass Casualty Response 111918**

Amend (pkt. pg. 77 Item 6.) the word “building” is duplicated. (Item 8.) City of Soledad is incorrect. Adjust spacing within paragraph.

26. DRAFT Initial Patient Contact and Medical Emergencies 111918

27. DRAFT Fire Safety 111918

28. DRAFT Extreme Temperatures 111918

**29. DRAFT External Hazmat Incident 111918**

Amend (pkt. pg. 87 Item 7.) Word “take” should read “tape”. Verify info is current and add mask information.

30. DRAFT Emergency Situation Unresponsive Patient 111918

Amend (pkt. pg. 90 Item f.) Should read “Clinical” Director.

**31. DRAFT Earthquake or Weather Emergency 111918**

Amend (pkt. pg. 91 Item 1. A. iii. Strike “(north west parking lot as designated)”.

**32. DRAFT Natural Gas & Disruption of Electrical Service 111918**

Amend (pkt. pg. 92 Items vi., viii., ix.) Replace Administrator with “Clinic Director”. (pkt. pg. 93 pulled to access generator language.

33. DRAFT Disaster Plan 111918

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**34. DRAFT Disaster - Water Contamination 111918**

Amend (pkt. pg. 96 Item 3. b.) Change to read “Mar-Val” instead of “Albertson” Grocery Store.

35. DRAFT Cardiopulmonary Resuscitation-Code Blue 111918

**36. DRAFT Bomb Scare 111918 (pkt. pg. 78 is a duplicate of pg. 99)**

Amend (pkt. pg. 99 Item 4.) Change to read ....“serious injury “of” many innocent people”. Staff to review “code” language.

37. DRAFT Bioterrorism Threat 111918

**38. DRAFT Alternate Communication in an Emergency Situation 111918**

Amend (pkt. pg. 101 Item 6.) Change to read “Radios, batteries and chargers will be stored in the clinic in accessible locations.

**39. DRAFT Active Shooter 111918**

Amend (pkt. pg. 103 Item 3) Remove duplicate number “3”. Staff will verify if information is current and add a meeting place.

40. DRAFT Standardized Procedure Urinalysis for Pregnant Patients 111118

Ms. Sellick moved to approve the policies as amended. Ms. Atkinson provided her second and the motion passed 4-0.

- **Strategic Plan Matrix (Last Updated 12-1-2018):**

Dr. Smart: Gave the following updates to the Matrix (pkt. pg. 105) Item 6. as been completed. Item 41. Ms. Radford volunteered to attend the Opioid Coalition meetings and report back to the Board.

- **ACHD Board Self-Assessment:**

Dr. Smart: Most Board’s do a self-assessment and the last one completed for this Board was 2014. ACHD offers it members a third-party platform to complete the assessment taking (approx..) 30 minutes. The District’s recertification with ACHD is due in April so would like to see the Board set a time to proceed to. It is a good tool to gather honest feedback on how to improve.

Ms. Al-Rafiq: Sees the process being beneficial to learn of things the District isn’t doing or things the District can do better.

Ms. Reed: Suggests the Board should do a self-assessment annually as part of their transparency. Most Districts run a hospital so feel free to reply with “not applicable” (NA) on the questions that do not apply to this District. She would like to see the Board accomplished the assessment during the March 1-15 window.

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- **New Email Address:**

Dr. Smart: An Outlet Tek technician is on sight today to assist Board members with their devices and to move their old email addresses to the new email server. Staff will contact the firm to assure the old email addresses roll over to the new address.

- **Personnel Manual - Change: Action**

Dr. Smart: With the opening of the VS H&W Center it will be necessary to hire staff, so the 2000 Hiring Process of the Personnel Manual needs to be reviewed and changed as needed.

The Board directed staff to make some changes in the policy and bring it back to the April meeting.

- **Finance Committee Meeting Member:**

Dr. Smart: Was contacted by an Arnold applicant with an MBA that is interested in being the volunteer on the Finance Committee. Staff will set a meeting for the Treasurer and himself to meet with the applicant.

Ms. Atkinson: Is pleased the District has two applicants to consider.

### **C. Corp. Board Report:**

Mr. Philipp: New Pres. & CEO, Doug Archer, will be joining the team on March 18. He has been working in the Sutter System in Los Banos and wants to relocate to the foothills; Mr. Archer has deemed the clinics his first priority; He will stay for a time to help Mr. Archer in his transition; Mr. Archer took part in the CFO interviews; Surgeries and census have been on the increase so finances have been much better; the Earnings Before Interest, Tax, Depreciation and Amortization (EBITDA) has been positive thru Jan.

Ms. Reed: The HCAHPS scores have been rising again. Mr. Archer has CEO experience and a marketing background.

Ms. Atkinson: Liked Mr. Archer having a community minded approach.

Ms. Al-Rafiq: Recalls Mr. Archer being very involved in Amador County.

Mr. Philipp: Update on the Angels Camp Clinic – the slab was poured, and they are framing; they have had 30 rain-day delays so looking at an August completion date.

### **D. Stay Vertical Calaveras:**

Mr. Shetzline: Had the pleasure of speaking at the MTMC Plan 4 Me program about the Stay Vertical Calaveras program which has exploded in the community providing a needed physical and social event for 352 residents; suggested everyone refer to the correspondence section of their Board pkt to read testimonies; there is a class designed for Parkinson residents; all the training has been completed and a new class schedule will be coming; once posted the details will be on the District's website. [www.mthcd.org](http://www.mthcd.org).

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Dr. Smart: The SVC program is a District sponsored "pilot" program aimed at fall-prevention. Later in the year the Board will review the data to determine the need for the program and if it will be continued.

#### **E. Ad Hoc Real Estate:**

- **Update on the Valley Springs Health & Wellness Center:**

- **Construction:**

- **Project Manager:**

Mr. Van Lieshout: There have been no rain-days at the VS H&W Center project because the contractors weatherized the site some time back; the internal metal framing is in progress, then the electric goes on the roof then the roof will follow; the team works Saturday's to keep up the pace; the site work will be started when the weather improves; his construction office trailer fell on its side in the last wind storm; he will see to the repairs before it is returned.

Dr. Smart: Has received the 7<sup>th</sup> application for payment and the contractor has been getting paid within 5 days or less.

- **Operations and Development:**

- **VS H&W Center Manager:**

- **Physician Recruiting:**

Dr. Smart: Circulated the promotional folder he will be using to recruit staff for the clinic; he has a check list of items to be done when a prospective provider visits the clinic; on the check list is a meet and greet dinner that he would like two Board members to attend; cejka is currently searching for a family provider, an internist and a pediatrician; other staffing can be done locally; he has been included in Athena Electronic Medical Records (EMR) training.

- **Employee Benefit and Wages:**

Dr. Smart: Has been working on employee benefits which is part of the recruiting package he has been preparing. He will be calling on the Ad Hoc Personnel Committee to assist as he needs a fair market value to attract the staff the clinic needs.

- **Update on Valley Springs Property - Phase II:**

Ms. Al-Rafiq: Will be meeting with Matt Peterson; PACE (Elderly Care Program) will be having an open house (Stockton); she and Dr. Smart had a conference call with USDA regarding a 30-75% grant; there has also been discussion on the District having a mobile unit.

Ms. Reed: Encouraged discussion with the new MTMC CEO to foster a partnership as it could be a real service to the area/County.

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## 7. Committee Reports:

### A. Finance Committee:

Due to severe weather the Finance Committee was unable to meet in February therefore, financial statements were presented at this meeting for the first time without Finance Committee review.

- **Financial Update:**

Dr. Smart: Reminder to the Board that the budget season is approaching, and they should send their input to staff or Mr. Wood.

- **Financial Statements (Jan 2019) Recommendation-Approval: Action**

Mr. Wood: Seven months into the year the District is on track with the budget except for the items relating to the new lease; the VS H&W Center will have a separate report then added to the total; the minority interest figures will be added to the Profit & Loss report; some of the items on the journal entry report will go away at the signing of the lease; staff will be assigning new names to categories.

Ms. Reed: Likes the new easy-to-understand financial schedules.

Dr. Smart: There are two options for payroll i.e. paychecks and payroll people; the consultant is comparing the two options which offer HR components as well as payroll functions.

Ms. Al-Rafiq moved to approve the January Financials. Ms. Sellick provided her second and the motion passed 4-0.

- **Investment Activities:**

Mr. Wood: With the new finance process the District has \$700k more than a year ago; funds have been moved from Umpqua Bank to Five-Star Bank for a better yield (2.4%); as funds mature at Umpqua they will be moved to a Five-Star account then to Cal Trust for investing; FDIC is insurance for private funds; public funds are collateralized at 110% so fully insured with no limit.

- **Draft Reserve Policy No. 30: Action:**

Dr. Smart: Some time back the Little Hoover Commission started looking at funds held by a District(s). CSDA developed a guide on how best to manage reserve funds; one consideration for this District is a five-year utility payment due to the MTMC upon the signing of the new lease.

Ms. Reed: For the betterment of the District suggested the District plan for "future life changes" that take place after this Board is gone i.e. lease dissolution.

Ms. Atkinson: Suggested having a fund and contributing to it each month/year to support the District's goal because it speaks to the intent as the Board changes/leaves.

Dr. Smart: Suggested \$3million be added to 1. c. for the utility obligation and to add to 2. d. (last line) to read .....outside lighting improvements, "hospital lease termination", etc.).

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Ms. Atkinson: Suggested not creating another policy (30) but to use this language to amend Policy 25 which is already in place.

Ms. Al-Rafiq moved to approve Policy 25 as amended and staff to add language (above). Ms. Sellick provided her second and the motion passed 4-0.

- **March meeting dates:**

Dr. Smart: March 13<sup>th</sup> doesn't work for the Finance Committee meeting so staff will need to reschedule.

**A. Ad Hoc Lease Review Committee:**

Ms. Reed: She and Dr. Smart met with the Dignity team and are moving forward with the next step which will be a mid-March meeting in LA.

Dr. Smart: The lease was to close tomorrow but now will be after the mid-March meeting and likely at the end of April.

**B. Ad Hoc Policy Committee:**

Ms. Atkinson: The Committee will be setting a time for the next meeting.

**C. Ad Hoc Community Grant:**

Ms. Sellick: Is reviewing the CHS Scholarships and expects to receive the BH Scholarships any time; the (Golden Health Community) Grant applications are still coming in for a March 1<sup>st</sup> deadline; currently 12 applications has been received for consideration.

**8. Board Comment and Request for Future Agenda Items:**

**A. Announcements of Interest to the Board or the Public:**

Hearing none.

**9. Next Meeting:**

**A.** Wed. March 27, 2019

**10. Closed Session:**

Board members moved into closed session at 9:49am

**A.** Public Employee Performance Evaluation (Govt. C. sec. 54957). Title: Executive Assistant.

**11. Reconvene to Open Session:**

**A.** Report of Action taken (if any) in Closed Session:

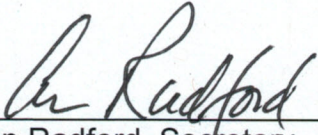
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Reportable action taken: Executive Assistant was evaluated and will receive a bonus. Future evaluations will be conducted by the CEO.

**12. Adjournment: Action:**

Ms. Sellick moved to adjourn the meeting at 10:34am. Ms. Atkinson provided her second and the motion passed 4-0.



Ann Radford, Secretary

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